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HEALTH AND SAFETY POLICY

NATIONAL FEDERATION OF
YOUNG FARMERS' CLUBS

08/04

YFC HEALTH AND SAFETY POLICY

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YFC HEALTH AND SAFETY POLICY

1. INTRODUCTION

WYFC is committed to providing a safe environment in which young people can enjoy the full range of activities that YFC is able to offer.

The purpose of this document is to give guidance to Club Leaders, elected Officers, committee members, employed staff and YFC supporters in arranging and delivering the wide and varied range of YFC activities, which enable young people to realise their potential, in a safe environment.

WYFC recognises that it is impossible to provide a totally safe, or risk free environment, and indeed, learning to recognise and manage risk is an important part of the developmental process in moving from childhood through to adulthood.

The intention of the YFC Health and Safety policy is to enable WYFC personnel to identify risk, to manage it in a cost effective way and so provide an environment for YFC activities which minimises the risk to the health, safety and welfare of YFC members.

2. WHY HAVE A HEALTH AND SAFETY POLICY?

It is a requirement of the Health and Safety Act 1974 that every organisation employing 5 or more employees has a written policy with regard to the Health and Safety of its employees, and other people affected by the activities of the organisation. Although most, if not all County YFC's and Clubs do not have 5 or more paid employees, they will have, at major events, more than 5 people under their direction, albeit in a voluntary capacity. As such WYFC has a requirement to have a written policy in regard to Health and Safety.

Even without the requirement to comply with the Health and Safety Act 1974 in the production of a written Health and Safety policy, the nature of YFC, as an organisation with responsibility for the personal development of young people growing up in our countryside, is such that its commitment to the well-being of young people is demonstrated through the adoption of a Health and Safety policy throughout all levels within the organisation.

3. STATEMENT OF INTENT

An important part of our Health and Safety policy is the Statement of Intent, which outlines our organisational commitment to provide a safe environment for all individuals affected by the undertakings of WYFC.

The WYFC Statement of Intent is included in Appendix 1 of this document for reference.

In addition to the commitment of the organisation to a culture of Health and Safety, the Statement of Intent clearly identifies the requirement of all personnel involved with YFC to create a culture of safety, and to recognise our own responsibility, as individuals, to exercise our own "Duty of Care" in order to create a safe environment for ourselves and others

4. THE YFC SAFETY MANAGEMENT SYSTEM

The YFC Safety Management System contains 5 key stages: these are the policy; organisational arrangements; planning and implementing safety procedures; monitoring safety performance; and reviewing performance.

This can be illustrated graphically as follows:



We will look at each of these stages in turn.

4.1 The Policy

The purpose of the WYFC Health and Safety policy is to demonstrate the organisation’s commitment to providing a safe environment for YFC members, supporters, staff and members of the public who may be affected by our activities.

This policy will outline the steps we will take, as an organisation, to provide a safe environment for all individuals affected by our activities.

The organisation will demonstrate its commitment to health and safety by actively promoting a culture of safety at all YFC events. At each and every YFC event, whether it be a local Club meeting, or a County Rally, a “responsible person” will be identified to take lead responsibility for the health, safety and welfare of all participants on behalf of the organisation.

A successful safety management system depends on all WYFC personnel having a clear understanding of their individual safety responsibilities. The appointed “responsible person” will ensure that all YFC personnel involved in the particular event are aware of their individual safety responsibilities, including the “duty of care” that YFC members owe to themselves and to other YFC members.

4.2 Organisational Arrangements

As much of YFC is run on a voluntary basis, using volunteer rather than paid help; and those elected are in membership age and therefore young; and elected leaders of the organisation are usually in post for no more than one year; this structure poses a number of challenges to the planning and successful delivery of a safe environment for YFC activities, and one that is compliant with the requirements of the Management of Health and Safety at Work Regulations 1999. *(Please note: in this context work does not refer exclusively to paid work - it also covers activities undertaken in a voluntary capacity).*

WYFC strongly recommends that, in order to meet our requirements under the legislation, in spirit as well as in the letter of the law, each County YFC Federation appoints a mature person to take lead responsibility for Health and Safety throughout the County. A model job description, outlining the roles and responsibilities for such a post-holder, is contained in Appendix 2.

A key role for the appointed Health and Safety Officer will be to ensure that a “responsible person” is appointed for each YFC event, this “responsible person” to ensure that a safe environment is provided for each YFC event. At Club level, for example, this role may well fall to the Club Leader.

At each event the “responsible person” should be clearly identified, and this person should be competent to perform the task in hand. Competency is described as having the skills, knowledge and experience to

perform the required task to an acceptable standard. Training in Health and Safety should be made available to these identified “responsible persons” to ensure that they are competent to undertake the role - this training could be provided by WYFC or sourced locally from the County Council, your local College of Further Education, the Chamber of Commerce or other local training providers.

4.3 Planning and Implementing Health and Safety - Risk Assessments

The basis of implementing a safe “YFC” environment is that of undertaking a risk assessment for each activity. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires all employers (in this context read YFC) to assess the risk to workers and any others who may be affected by their business or activities. *(Please note: in this context the term worker may mean employee or person under the direction of the employer, such as individuals acting in a voluntary capacity).*

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, the activity of the organisation. It should identify how the risks arise and how they may impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and that action taken is proportional to the level of risk identified.

A risk assessment will involve identifying the hazards present in any activity or at an event. A hazard is recognised as being something with the potential to cause harm, and risk is the likelihood of potential harm arising from that hazard.

Risk = likelihood of harm occurring * potential severity of harm resulting

Many organisations use a scoring system, such as 1-5, or a LOW MEDIUM HIGH grading system, to assess risk, which are illustrated in the tables below.

5					
4					
3					
2					
1					
	1	2	3	4	5

Potential severity of harm resulting

Likelihood of harm occurring

H			
M			
L			
	L	M	H

Potential severity of harm resulting

1 = Low
5 = High

In table 1, where the risk rating is 9 or above, remedial action should be taken. Scores of 16 or above require avoidance or alternative plans to be implemented. Similarly, using the HIGH MEDIUM LOW system of scoring, all risk scores in the shaded boxes require action to be taken to reduce the risk.

By way of examples:

1) A friendly inter-Club football competition

What is the likelihood of harm occurring? Players can be injured on the pitch in a tackle. This is just one of the potential hazards involved in this game. If the referee is an experienced football player,

understands the rules of the game, ensures that players warm up properly before play commences, and ensures that spectators are standing well back from the action, the risks will be lower (potential to cause harm section) than if the referee doesn't understand the rules and therefore allows lower standards of behaviour to creep into the game. The potential severity of harm resulting could be high in the case of a tackle, resulting in a broken limb or tendon / hamstring injury.

So to assess these potential scenarios (on the scale of 1 - 5 where 1 is low, 5 is high):

Using a competent referee

Risk = likelihood of harm occurring * potential severity of harm resulting

Risk = 2 * 4 = 8

This is satisfactory

Using an inexperienced referee

Risk = 3 * 4 = 12

Action should be taken to improve the competency of the referee / refereeing of the match.

2) Live Animal Judging Competition

Exposure to live animals is inherently risky, as the animals can be unpredictable and not behave as expected or desired. Consequently all animals used in such situations should be handled by experienced handlers, and the area of activity should be fenced with secure fencing to protect members of the public / spectators from a loose animal. There should also be a clearly agreed, and communicated, plan for YFC members to remove themselves from the ring, and potential danger, if such an event occurs. The latter is known as your Emergency Plan for the event.

In this instance, risk will be minimised by using a competent, experienced animal handler to look after the animal(s), using animals that are used to being handled in this way, secure fencing to separate the competition from spectators, and a clear plan of action to clear the ring quickly if necessary.

In this instance risk would still be rated reasonably high, as the potential severity of harm could be very damaging, possibly severe injury or even death.

Risk = likelihood of harm occurring * potential severity of harm arising

Risk = 2 * 5 = 10.

This event will also be medium risk at best, due to the nature of dealing with live animals.

In planning an event, of whatever kind, it is important to think about the potential hazards of that event. For a regular Club meeting, at a regular venue, this should be fairly straightforward and only require action to be taken if a change to the fixtures and fittings of the venue occurs, or a new venue is used. Similarly a new member attending the Club for the first time should, in addition to being welcomed, be briefed on the layout of the venue and general Club arrangements.

For a more major event, such as the County Rally, a Risk Assessment should be undertaken using the template provided by WYFC (see Appendix 3). In building up to the event, the Rally Organiser and person appointed with specific responsibility for Health and Safety at the event, should systematically work through each and every aspect of the event to identify the potential hazards, and precautions needed to be put in place to reduce the risk from each hazard.

Having undertaken the Risk Assessment and identified the risk rating (score) of each hazard, the next step is to agree a plan of action in regard to each hazard. The hierarchy of choices available to you are as follows:

- (a) **Remove hazard altogether.** This action should be taken when the risk of the event is considered too great to be safe and is intended to eliminate the risk at source by preventing exposure to the hazard.
- (b) **Avoid the hazard** by substituting an alternative activity.
- (c) **Introduce a safe system of work**, such as experienced animal handlers in the example above, by using competent people to undertake the required task.
- (d) **Keep exposure to the hazard to a minimum** by, using the example of animal judging above, only having competing individuals in the ring at the time - competitors waiting their turn should wait outside the ring away from the hazard. This control measure reduces the exposure time to the hazard.
- (e) **Use personal protective clothing** to give some protection to individuals exposed to the hazard. This will vary depending on the hazard, but could include a hard hat or fluorescent jacket for example.

4.4 Measuring Performance

This is a critical part of any Safety Management system, for it allows you to make changes to operating procedures at the time of the activity in response to circumstances and events. It is important that, as an organisation, we identify which Safety Systems work in YFC, and which are less successful.

It is important during the event, that the “responsible person” for Health and Safety is aware of how well the safety systems, put in as a direct result of the risk assessment, are working. Changes should be made, as appropriate, as the event unfolds. This should be welcomed by the organisation in terms of improving the safe environment for YFC members, rather than viewed as an unnecessary interference.

The “responsible person” should have the authority to stop an event if he / she considers the risk of continuing to be too great to the individuals concerned, whether they be YFC members, supporters, staff members or members of the public.

4.5 Reviewing Performance

Although we cannot provide an environment, which is completely free from risk, Safety Systems may be found wanting where accidents, resulting in loss or injury occur. As such it is important that we review what went wrong to allow an accident to occur, what should we have done but did not do on this occasion, and why we didn't do it - was it due to a lack of experienced, competent personnel at the event, lack of time, or due to events outside of our control?

Similarly if the event goes well, we need to reflect on how our Safety Systems worked, and why they worked, to ensure that they are repeated at future events.

4.5.1. Reviewing Accidents and Incidents.

The Accident Reporting Book, held in County Office, is a valuable tool in enabling you to detect trends in accidents and YFC behaviour. There is a clear expectation by the Health and Safety Executive that individuals responsible for arranging events and activities will take note of these trends and take appropriate action to minimise future risk.

5. GENERAL ARRANGEMENTS AT EVENTS

5.1 Reporting of Accidents

In the event of an accident occurring, it is important that the Event Organiser, and the person injured (if possible) make a written record of the accident. This should be done in handwriting on the Accident Reporting Form provided by WYFC (see Appendix 4).

This report should be stored in the Accident Book held in the County YFC office in which the accident occurred. Information contained in the Accident Report Form may be required at a later date by: the Health and Safety Executive, in the event of an investigation into the accident; the police, if there may be a criminal case to answer, and the insurer, if a claim for compensation arises from the accident. It is therefore important that an accurate record, and impartial, is made of the accident as soon as practicable after it occurred.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, it may be necessary for the accident to be reported. This may be the responsibility of YFC, if it is our event, or it may be the responsibility of the venue which YFC has hired. You will need to clarify whose responsibility it is to report the accident.

Under the RIDDOR Regulations, it is a requirement to report the following incidents:

- a death;
- a major injury;
- an accident that causes the injured person to be away from work for more than 3 days;
- injuries to members of the public where they are taken to hospital. This includes all spectators, who may or may not be members of YFC. Even if they are later discharged from hospital with little or no injury, this is still reportable under RIDDOR;
- work related diseases; and
- dangerous occurrences (where something happens that does not result in a reportable injury but which could have done).

An Incident Contact Centre has been established for the reporting of accidents, and details are contained in Appendix 5 of this document.

5.1.1. First Aid at YFC Events.

If you have arranged for First Aid services, such as the Red Cross or St John's Ambulance Brigade, to be present at your event, then you will need to co-ordinate your Accident Report with theirs.

5.2 Fire Arrangements

It is important, at every YFC event, for the event organiser and / or the appointed "responsible person" for the event to be aware of the requirements for evacuation of the building / site in the event of a fire breaking out.

In this context it is important to check that all fire escape routes are kept clear and are not blocked by stored furniture, for example. The responsible person should know the procedure for raising the fire alarm and evacuating the building or site, YFC members attending the event should know where the assembly point is and a person is clearly identified as having responsibility for calling the Fire Brigade.

6. STAFF TRAINING AND INDUCTION

It is important to recognise that, as part of the Health and Safety Policy, the organisation, as the employer, has a responsibility to advise paid staff members of the Health and Safety policy and its implementation. The organisation also has a duty to advise volunteers working under its direction, who are regarded as "employees" by the Health and Safety legislation, of its Health and Safety arrangements. The importance of this task should not be underestimated and WYFC strongly recommends that YFC members and advisers, in a position of such responsibility, familiarise themselves with the requirements of their responsibility as employer by attending Health and Safety training events.

Health and Safety training is available from WYFC, your County Council, and local training organisations, such as the Chamber of Commerce, College of Further Education and independent training providers.

Attendance at such training events should, where possible, be supported by a Certificate of Attendance or Achievement. Paid staff should be allowed to attend such training during working hours and not expected to attend in their own time, unless they choose to do so.

7. APPOINTMENT OF A YFC HEALTH AND SAFETY OFFICER

As mentioned above, it is strongly recommended that each County YFC Federation appoints a person to take lead responsibility for the implementation of the Health and Safety policy at all YFC events in the County. This role should include training and ongoing support to the Clubs in the County Federation.

This role may be delegated to the employed staff member, or it may be delegated to a senior YFC supporter with experience of Health and Safety.

Whoever takes on the role however, should be supported in this role by the YFC Executive Committee. Attendance at training events in order to keep up to date with Health and Safety legislation as it affects YFC activities should be positively encouraged and financially supported by YFC.

An outline job description for this post-holder is contained in Appendix 2.

8. GLOSSARY OF TERMS USED

Competency - having the appropriate level of skill, experience and understanding to undertake the task in hand to an acceptable / required standard

Hazard - something with the potential to cause harm

Risk Assessment - the process by which the potential damage caused by a hazard is calculated

Safe System of Work - this describes the process by which safe working conditions are put in for employees, or safe conditions for YFC members to participate in a YFC activity

Severity - the potential impact / damage that could be caused

9. FURTHER READING / REFERENCE MATERIAL

Successful Health and Safety Management HSG65. Published by the Health & Safety Executive.



HEALTH AND SAFETY POLICY

The Wales Federation of Young Farmers Clubs (hereinafter referred to as WYFC) has the responsibility for the health and safety and welfare of its employees, YFC members and those who may be affected by any WYFC activity.

Our responsibilities extend to ensuring health and safety and welfare throughout WYFC both through our own efforts and the co-operation and compliance of our contractors / suppliers.

We seek and welcome recommendations for continuous improvement from both our employees and others.

We view Health and Safety in the widest context. For us, it means protection from risk, death, injury and poor health arising from our activities.

We accept that our responsibility extends to all who are involved in any way in our industry: our workforce; those contracted to work for us both on our property and at WYFC arranged events; the general public on our property or attending an WYFC arranged event; and our neighbours.

Our commitment to a safe organisation comprises of:-

- ❖ *improving Health and Safety through the setting of objectives and targets with adherence to defined standards of excellence for all those in the provision of WYFC activities*
- ❖ *appropriate levels of resources will be allocated to ensuring the management of Health and Safety within the organisation*
- ❖ *a positive culture will be encouraged within the organisation and this encouragement shall be actively supported by senior management within WYFC*
- ❖ *robust monitoring and investigation systems to enable us to thoroughly identify and evaluate the controls of risk*
- ❖ *adequate planning, monitoring and review of the implementation of the Health and Safety policy will take place*
- ❖ *an intolerance of failures to establish safe methods of work or to comply with legislation, formal standards, procedures and commitments.*

Health and Safety is fundamental to all contracts and trading agreements between all parties whose activities impact on the business and operations of WYFC. Evidence of acceptable Health and Safety management practice is and will remain a condition of access to WYFC events and activities.

Our approach to health and safety and welfare is dynamic and we will revise this policy to take into account any and all improvements to health, safety and welfare. Our policy will be reviewed annually.

I, as Chief Executive, commit WYFC to uphold the principles in this Policy Statement in the efficient and effective conduct of our business and will provide adequate resources for this purpose. The implementation of this Health and Safety Policy has been delegated with full authority, to act as appropriate and in the best interests of the Council of WYFC, to the Board of Management. The Board of Management will therefore be the Health and Safety Committee for WYFC.

Signed:

.....

Name:

Lowri A Jones

.....

Position: Chief Executive
.....

Date:

Model Job Description for a YFC Appointed Health and Safety Officer

Purpose of Role:

To ensure that all YFC inCounty meet our commitment to providing a safe environment for YFC members to enjoy YFC activities, and to ensure ongoing compliance with Health and Safety legislation, as it affects YFC.

Key Task:

- 1) To provide, either directly or by procuring, training to all Club Leaders in the County on Health and Safety issues relating to the activities of young people in YFC.
- 2) To provide ongoing support to all Club Leaders in their delivery of a safe environment for all Club activities.
- 3) To ensure that a “responsible person” is identified at each and every YFC event to take responsibility for all Health and Safety issues arising at the event.
- 4) To ensure that the identified responsible person completes a Risk Assessment for the event, and that the Risk Assessment is suitable and sufficient for the said event.
- 5) To work with the YFC County Executive to ensure the competency of individuals appointed to organise YFC events
- 6) To advise the County YFC Executive Committee on all relevant Health and Safety issues and to arrange training and ongoing support and advice as appropriate.
- 7) To maintain regular contact with other agencies involved in the Health and Safety of YFC events e.g. the Environmental Health Department, The Fire Brigade, the County Council Youth Service etc.

